

DEQ Letterhead

[Date]

[Permittee Contact's Name]

[Permittee Company Name]

[Permittee Address]

[City, State Zip]

BY E-MAIL: [email address]

RECEIPT CONFIRMATION REQUESTED

RE: Virginia Water Protection (VWP) General Permit Tracking Number WP[X-XX-XXXX] and VWP Individual Permit No. [XX-XXXX]
[Project Name], [County], Virginia
Concurrent Issuance of Final VWP Individual Permit and Termination of VWP General Permit Coverage

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) has reviewed your application [DATED] received on [DATE] and additional information materials received through [DATE]. Based on DEQ's review, the proposed "[Project Name]" project qualifies for a VWP Individual Permit in accordance with 9VAC25-210-10 *et seq.* The enclosed final VWP individual permit contains the applicable limits, reporting requirements, and other permit conditions.

This permit is valid for [# years] from the date of issuance. *If 15 yr term: An extension of the permit may not occur as the permit term cannot exceed the maximum of 15 years. A new permit may be necessary if any portion of the authorized activities or any permit requirement (including compensatory mitigation provisions) is not complete at the end of the 15 year permit term. OR If term is less than 15 years: The permit term, including any extensions, cannot exceed 15 years. An extension of the permit may be requested through written notification to the Department of Environmental Quality, [Enter name] Regional Office.]*

[XX-SPGP-01 Authorization Statement:

If project does NOT qualify for SPGP, remove all references to SPGP.

Approval with IP: The work authorized by this permit also satisfies the terms and conditions contained in the Norfolk District, Corps of Engineers' State Program General Permit (XX- SPGP-01) and the special conditions, if any, attached to XX-SPGP-01. No additional authorization from the Corps is required. Your XX-SPGP-01 authorization is effective as of the date on this letter and remains effective until [SPGP EXPIRATION DATE.]]

DEQ received your request [DATED] to terminate VWP General Permit Tracking Number WP[X-XX-XXXX] on [DATE]. In this letter, [you OR name of consultant] requested that the permit coverage be terminated [indicate reason]. DEQ has terminated the VWP general permit coverage referenced above in accordance with 9VAC25-[(WP1 660) (WP2 670) (WP3 680) (WP4 690)]-90 A. The termination of VWP General Permit Tracking Number WP[X-XX-XXXX] is effective concurrent with the issuance of VWP Individual Permit Number [XX-XXXX].

[Permittee Contact's Name]

VWP General Permit Tracking No. WP[X-XX-XXXX] and VWP Individual Permit No. [XX-XXXX]

Page 2 of 2

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 calendar days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in the board's Procedural Rule Number 1 (9VAC25-230-130 B). In cases involving actions of the board, such petition must be filed within **30 calendar days** after notice of such action is sent to such owner by certified mail.

Should you have any questions, please contact [permit writer] by phone at XXX-XXX-XXXX, email at XXX@deq.virginia.gov, or at the above address.

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosures: Permit Cover Page, Part I - Special Conditions, Part II - General Conditions, Attachment 1 - VWP Permit Construction Status Update Form, Attachment 2 - Monthly VWP Permit Inspection Checklist [, XX-SPGP-01, XX-SPGP-01 Verification Letter], Termination Agreement Form

Cc (by e-mail):

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]

To: Permit writer
 Virginia Department of Environmental Quality
 Name Regional Office
 Address
 Address

Subject: Termination of Virginia Water Protection (VWP) Individual Permit Number XX-XXXX
 Project Name, Locality, Virginia

The Termination is being requested for the following reason(s):

Example: The impacts authorized at the X project site have been taken, and the mitigation requirements for the project have been met.

I hereby consent to the termination of VWP Permit Number XX-XXXX and waive my right to a public hearing in accordance with VWP Permit Regulation 9VAC25-210-180.H and Procedural Rule No. 1, Section 9VAC25-230-100.

I certify that the permit is ☐ / is not ☐ subject to a pending state or federal enforcement action, including citizen suits, brought under state or federal law.

PICK ONE OF THE FOLLOWING PARAGRAPHS:

(For Project Completion)

I certify under penalty of law that all activities and any required compensatory mitigation authorized by a VWP permit have been completed. I understand that by submitting this notice of termination that I am no longer authorized to perform activities in surface waters in accordance with the VWP permit, and that performing activities in surface waters is unlawful where the activity is not authorized by a VWP permit, unless otherwise excluded from obtaining a permit. I also understand that the submittal of this notice does not release me from liability for any violations of this VWP permit.

OR

(For Project Cancellation)

I certify under penalty of law that the activities and any required compensatory mitigation authorized by this VWP permit will not occur. I understand that by submitting this notice of termination that I am no longer authorized to perform activities in surface waters in accordance with the VWP permit, and that performing activities in surface waters is unlawful where the activity is not authorized by a VWP permit, unless otherwise excluded from obtaining a permit. I also understand that the submittal of this notice does not release me from liability for any violations of this VWP permit, nor does it allow me to resume the permitted activities without reapplication and issuance of another permit.

OR

(For events beyond permittee control, the permittee shall provide a detailed explanation of the events, to be approved by DEQ, and the following certification statement)

I certify under penalty of law that the activities or the required compensatory mitigation authorized by this VWP permit have changed as the result of events beyond my control (see attached). I understand that by submitting this notice of termination that I am no longer authorized to perform activities in surface waters in accordance with the VWP permit, and that performing activities in surface waters is unlawful where the activity is not authorized by a VWP permit, unless otherwise excluded from obtaining a permit. I also understand that the submittal of this notice does not release me from liability for any violations of this VWP permit, nor does it allow me to resume the permitted activities without reapplication and issuance of another permit.

Permittee: [Permittee company name](#)
 [address](#)
 [city, state zip](#)
 [telephone number](#)
 [email address](#)

Signed: _____
 (Permittee)

 (Title)

 (Date)

To: Permit writer
Virginia Department of Environmental Quality
Name Regional Office
Address
Address

Subject: Termination of Coverage for Virginia Water Protection (VWP) General Permit
Number WPX-XX-XXXX
Project Name, Locality, Virginia

The Termination of Coverage is being requested for the following reason(s):

Example: The impacts authorized at the X project site have been taken, and the mitigation requirements for the project have been met.

I hereby consent to the termination of coverage for VWP Permit Number WPX-XX-XXXX and waive my right to a public hearing in accordance with VWP Permit Regulation 9 VAC 25-[WP1 660) (WP2 670) (WP3 680) (WP4 690)]-90 A and Procedural Rule No. 1, Section 9 VAC 25-230-100.

I certify that the permit is ☐ / is not ☐ subject to a pending state or federal enforcement action, including citizen suits, brought under state or federal law.

PICK ONE OF THE FOLLOWING PARAGRAPHS:

(For Project Completion)

I certify under penalty of law that all activities and any required compensatory mitigation authorized by the VWP general permit and general permit coverage have been completed. I understand that by submitting this notice of termination I am no longer authorized to perform activities in surface waters in accordance with the VWP general permit and general permit coverage, and that performing activities in surface waters is unlawful where the activity is not authorized by the VWP permit or coverage, unless otherwise excluded from obtaining coverage. I also understand that the submittal of this notice does not release me from liability for any violations of the VWP general permit or coverage.

OR

(For Project Cancellation)

I certify under penalty of law that the activities and any required compensatory mitigation authorized by the VWP general permit and general permit coverage will not occur. I understand that by submitting this notice of termination I am no longer authorized to perform activities in surface waters in accordance with the VWP general permit and general permit coverage, and that performing activities in surface waters is unlawful where the activity is not authorized by the VWP permit or coverage, unless otherwise excluded from obtaining coverage. I also understand that the submittal of this notice does not release me from liability for any violations of the VWP general permit or coverage, nor does it allow me to resume the authorized activities without reapplication and coverage.

OR

(For events beyond permittee control, the permittee shall provide a detailed explanation of the events, to be approved by DEQ, and the following certification statement)

I certify under penalty of law that the activities or the required compensatory mitigation authorized by the VWP general permit and general permit coverage have changed as the result of events beyond my control (see attached). I understand that by submitting this notice of termination I am no longer authorized to perform activities in surface waters in accordance with the VWP general permit and general permit coverage, and that performing activities in surface waters is unlawful where the activity is not authorized by the VWP permit or coverage, unless otherwise excluded from obtaining coverage. I also understand that the submittal of this notice does not release me from liability for any violations of the VWP general permit or coverage, nor does it allow me to resume the authorized activities without reapplication and coverage.

Permittee: [Permittee company name](#)
 [address](#)
 [city, state zip](#)
 [telephone number](#)
 [email address](#)

Signed: _____
 (Permittee)

 (Title)

 (Date)

DEQ Letterhead

[Date]

[Permittee Contact's Name]

[Permittee Company Name]

[Permittee Address]

[City, State Zip]

BY E-MAIL: [email address]

RECEIPT CONFIRMATION REQUESTED

RE: Virginia Water Protection (VWP) Individual Permit Number [XX-XXXX]

[Project Name], [County], Virginia

Termination of VWP Individual Permit

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) received your termination of coverage request [DATED] for VWP Individual Permit No. [XX-XXXX] on [DATE]. In this letter, [you OR name of consultant] requested that the permit be terminated [indicate reason]. DEQ has terminated the VWP individual permit referenced above in accordance with 9VAC25-210-180 H. Termination is effective immediately.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 calendar days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in the board's Procedural Rule Number 1 (9VAC25-230-130 B). In cases involving actions of the board, such petition must be filed within **30 calendar days** after notice of such action is sent to such owner by certified mail.

Should you have any questions, please contact [permit writer] by phone at XXX-XXX-XXXX, email at XXX@deq.virginia.gov, or at the above address.

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosure: Termination Agreement Form

Cc (by e-mail):

September 2019

[Permittee Contact's Name]

VWP Individual Permit No. [XX-XXXX]

Page 2 of 2

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]

DEQ Letterhead

[Date]

[Permittee Contact's Name]

[Permittee Company Name]

[Permittee Address]

[City, State Zip]

BY E-MAIL: [email address]

RECEIPT CONFIRMATION REQUESTED

RE: Virginia Water Protection (VWP) General Permit Tracking Number WP[X-XX-XXXX]
[Project Name], [County], Virginia
Termination of VWP General Permit Coverage

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) received your termination of coverage request [DATED] for VWP General Permit Tracking No. WP[X-XX-XXXX] on [DATE]. In this letter, [you OR name of consultant] requested that the permit coverage be terminated [indicate reason]. DEQ has terminated the VWP general permit coverage referenced above in accordance with 9VAC25-[(WP1 660) (WP2 670) (WP3 680) (WP4 690)]-90 A. Termination is effective immediately.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 calendar days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in the board's Procedural Rule Number 1 (9VAC25-230-130 B). In cases involving actions of the board, such petition must be filed within **30 calendar days** after notice of such action is sent to such owner by certified mail.

Should you have any questions, please contact [permit writer] by phone at XXX-XXX-XXXX, email at XXX@deq.virginia.gov, or at the above address.

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosure: Termination Agreement Form

Cc (by e-mail):

September 2019

[Permittee Contact's Name]

VWP General Permit Tracking No. WP[X-XX-XXXX]

Page 2 of 2

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]

DEQ Letterhead

[Date]

[Permittee Contact's Name]
[Permittee Company Name]
[Permittee Address]
[City, State Zip]

BY E-MAIL: [email address]
RECEIPT CONFIRMATION REQUESTED

RE: Virginia Water Protection (VWP) Individual Permit Numbers [XX-XXXX] and [XX-XXXX]
[Project Name], [County], Virginia
Concurrent Issuance of Final VWP Individual Permit and Termination of VWP Individual Permit

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) has reviewed your application [DATED] received on [DATE] and additional information materials received through [DATE]. Based on DEQ's review, the proposed "[Project Name]" project qualifies for a VWP Individual Permit in accordance with 9VAC25-210-10 *et seq.* The enclosed final VWP individual permit contains the applicable limits, reporting requirements, and other permit conditions.

This permit is valid for [# years] from the date of issuance. *[If 15 yr term: An extension of the permit may not occur as the permit term cannot exceed the maximum of 15 years. A new permit may be necessary if any portion of the authorized activities or any permit requirement (including compensatory mitigation provisions) is not complete at the end of the 15 year permit term. OR If term is less than 15 years: The permit term, including any extensions, cannot exceed 15 years. An extension of the permit may be requested through written notification to the Department of Environmental Quality, [Enter name] Regional Office.]*

[XX-SPGP-01 Authorization Statement:

If project does NOT qualify for SPGP, remove all references to SPGP.

Approval with IP: The work authorized by this permit also satisfies the terms and conditions contained in the Norfolk District, Corps of Engineers' State Program General Permit (XX-SPGP-01) and the special conditions, if any, attached to XX-SPGP-01. No additional authorization from the Corps is required. Your XX-SPGP-01 authorization is effective as of the date on this letter and remains effective until [SPGP EXPIRATION DATE.]

DEQ received your request [DATED] to terminate VWP Individual Permit Number [XX-XXXX] on [DATE]. In this letter, [you OR name of consultant] requested that the permit be terminated [indicate reason]. DEQ has terminated the VWP individual permit referenced above in accordance with 9VAC25-210-180 H. The termination of VWP Individual Permit Number [XX-XXXX] is effective concurrent with the issuance of VWP Individual Permit Number [XX-XXXX].

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 calendar days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

[Permittee Contact's Name]

VWP Individual Permit Nos. [XX-XXXX] and [XX-XXXX]

Page 2 of 2

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in the board's Procedural Rule Number 1 (9VAC25-230-130 B). In cases involving actions of the board, such petition must be filed within **30 calendar days** after notice of such action is sent to such owner by certified mail.

Should you have any questions, please contact [permit writer] by phone at XXX-XXX-XXXX, email at XXX@deq.virginia.gov, or at the above address.

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosures: Permit Cover Page, Part I - Special Conditions, Part II - General Conditions, Attachment 1 - VWP Permit Construction Status Update Form, Attachment 2 - Monthly VWP Permit Inspection Checklist [, XX-SPGP-01, XX-SPGP-01 Verification Letter], Termination Agreement Form

Cc (by e-mail):

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]

DEQ Letterhead

[Date]

[Permittee Contact's Name]

[Permittee Company Name]

[Permittee Address]

[City, State Zip]

BY E-MAIL: [email address]

RECEIPT CONFIRMATION REQUESTED

RE: Virginia Water Protection (VWP) General Permit Tracking Numbers WP[X-XX-XXXX] and WP[X-XX-XXXX]
[Project Name], [County], Virginia
Concurrent Issuance of VWP General Permit Coverage and Termination of VWP General Permit Coverage

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) has reviewed your application [DATED] received on [DATE] and additional information materials received through [DATE]. Based on DEQ's review, the proposed "[Project Name]" project qualifies for the VWP General Permit Number WP[X] in accordance with 9VAC25-[(WP1 660) (WP2 670) (WP3 680) (WP4 690)]-10 *et seq.* The enclosed VWP general permit contains the applicable limits, reporting requirements, and other conditions for coverage.

[XX-SPGP-01 Authorization Statements:

IF project does NOT qualify for SPGP, remove all references to SPGP.

The work authorized by this permit and coverage also satisfies the terms and conditions contained in the Norfolk District, Corps of Engineers' State Program General Permit (XX-SPGP-01) and the special conditions, if any, attached to XX-SPGP-01. No additional authorization from the Corps is required. Your XX-SPGP-01 authorization is effective as of the date on this letter and remains effective until [SPGP EXPIRATION DATE].

OR

The work authorized by this permit and coverage was also authorized under the Norfolk District, U.S. Army Corps of Engineers' (USACE) State Program General Permit (XX-SPGP-01). The expiration date of the SPGP-01 authorization cannot be extended as this authorization was superseded and replaced by the Norfolk District, USACE's issuance of a modified State Program General Permit (XX-SPGP-01). The work previously determined to satisfy the terms and conditions of XX-SPGP-01 is now authorized under XX-SPGP-01. You are required to adhere to all special conditions contained within the attached XX-SPGP-01 that are pertinent to your project. The XX-SPGP-01 authorization is effective as of the date of this letter and remains effective until [SPGP EXPIRATION DATE].

Permittee SELF VERIFY XX-SPGP-01 Authorization Statements:

Via letter [DATED], you indicated that your project meets the terms and conditions contained in the Norfolk District, Corps of Engineers' State Program General Permit (XX-SPGP-01); therefore, for your

[Permittee Contact's Name]

VWP General Permit Tracking Nos. WP[X-XX-XXXX] and WP[X-XX-XXXX]

Page 2 of 3

convenience attached is a copy of the XX-SPGP-01. The XX-SPGP-01 remains effective until [SPGP EXPIRATION DATE].

EXAMPLE OF NO SPGP: Your application also requested verification that “[Project Name]” project qualifies for the U.S. Army Corps of Engineers’ (USACE) State Program General Permit (XX-SPGP-01). In accordance with General Condition 8 of XX-SPGP-01 that requires any authorized activity to comply with Section 106 of the National Historic Preservation Act, the project was coordinated with the Virginia Department of Historic Resources. This coordination is still on-going and therefore, at this time, the project does not qualify for XX-SPGP-01. **You should be aware that no work in jurisdictional areas can begin until you receive a XX-SPGP-01 determination or verification of eligibility under another type of USACE permit.**

DEQ received your request [DATED] to terminate VWP General Permit Tracking Number WP[X-XX-XXXX] on [DATE]. In this letter, [you OR name of consultant] requested that the permit coverage be terminated [indicate reason]. DEQ has terminated the VWP general permit coverage referenced above in accordance with 9VAC25-[(WP1 660) (WP2 670) (WP3 680) (WP4 690)]-90 A. The termination of VWP General Permit Tracking Number WP[X-XX-XXXX] is effective concurrent with issuance of VWP General Permit Tracking Number WP[X-XX-XXXX].

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 calendar days from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in the board's Procedural Rule Number 1 (9VAC25-230-130 B). In cases involving actions of the board, such petition must be filed within **30 calendar days** after notice of such action is sent to such owner by certified mail.

Should you have any questions, please contact [permit writer] by phone at XXX-XXX-XXXX, email at XXX@deq.virginia.gov, or at the above address.

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosures: VWP General Permit WP[X], Coverage Letter [or Revised General Permit Authorization Cover Page for pre-2016 coverage], Attachment 1 – VWP Permit Construction Status Update Form, Attachment 2 - Monthly VWP Permit Inspection Checklist [, XX-SPGP-01, XX-SPGP-01 Verification Letter], Termination Agreement Form

[Permittee Contact's Name]

VWP General Permit Tracking Nos. WP[X-XX-XXXX] and WP[X-XX-XXXX]

Page 3 of 3

Cc (by e-mail):

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]